

CALIFORNIA CODE OF REGULATIONS
TITLE 16. PROFESSIONAL AND VOCATIONAL REGULATIONS
Division 20. Veterinary Medical Board

Article 9. Continuing Education Requirement for Veterinarians.

Following is the regulatory language the Veterinary Medical Board is filing with the Department of Consumer Affairs and the Office of Administrative Law to implement its mandatory continuing education program.

2085. Definitions.

As used in this article:

- (a) "Licensee" means a California licensed veterinarian.
- (b) "Continuing education" means education needed to maintain competence and skills consistent with current standards and practices and that is beyond the initial academic studies needed to be licensed.
- (c) "Board approved accreditation agency" means the American Association of Veterinary State Boards ("AAVSB") which shall be responsible for evaluating and approving each provider of continuing education, evaluating and approving each course offering and monitoring the quality of the approved continuing education courses.
- (d) An "approved provider" means an organization, institution, association, university or other person or entity that is approved by the board approved accreditation agency to offer approved continuing education courses.
- (e) An "approved course" means a systematic learning experience which meets the criteria specified in this article and is administered by an approved provider. It includes the variety of forms of learning experiences, including, but not limited to, lectures, conferences, workshops, video conferencing and distance learning technologies. A standard approved course shall be at least one-hour in length. One credit hour shall consist of not less than 50 minutes of actual instruction. Courses or presentations that are in excess of one hour may be granted incremental credit in half-hour increments.
- (f) A "self-study course" means a form of systematic learning performed by a licensee at his or her residence, office, or other private location. Self-study includes, but is not limited to, correspondence courses, independent study and home study program, reading journals, viewing of videotapes, listening to audiotapes, or participating in studies electronically transmitted from another location. All approved self-study courses shall include self assessment testing which are completed by the licensee, submitted to the provider for grading and returned to the licensee with the correct answers.

Note: Authority Cited: Sections 4808 and 4846.5 Business and Professions Code.
Reference: Section 4846.5, Business and Professions Code.

2085.1. License Renewal Requirements.

(a) On or after January 1, 2002, a licensee applying for license renewal, shall certify in writing that during the preceding renewal period the licensee has completed at least thirty-six (36) hours of approved continuing education.

(b) A licensee may use a maximum of 18 hours of approved self-study continuing education courses per renewal period to meet his or her continuing education requirements.

(c) The licensee shall retain such receipts, vouchers, certificates, or other papers, such as certificates of attendance as may be necessary to document completion of the continuing education for a period of not less than 4 years as required in 2085.11. The Board will audit at random a number of licensees as is necessary to assure that the continuing education requirements are met.

(d) A licensee who falsifies or makes a material misrepresentation of fact on a renewal application or who cannot verify completion of continuing education by producing verification of attendance certificates, when requested by the board, is subject to disciplinary action under section 4883 of the code.

Note: Authority cited: Sections 4808 and 4846.5, Business and Professions Code. Reference: Section 4846.5, Business and Professions Code.

2085.2. Exemption from Limitation on Self-Study Courses.

Notwithstanding section 2085.2(b), a licensee may submit a written request to the board to be allowed to complete all of his or her continuing education through approved self-study continuing education courses. The board will notify the licensee, within thirty (30) working days after receipt of the request for exception, whether the exception was granted. If the request for exception is denied, the licensee shall complete the continuing education requirements as set forth in this article and sections 4846.5 and 4901 of the code. The board shall grant the request if the licensee can provide evidence, satisfactory to the board, that:

(a) For at least one year during the licensee's current license period the licensee was or will be absent from California due to military service;

(b) For at least one year during the licensee's current license period the licensee resided or will be residing in another country; or

(c) For at least one year during the licensee's current license period the licensee has been or will be prevented from practicing veterinary medicine or from completing on-site continuing education courses for reasons of health or other good cause which includes:

(1) A significant physical and/or mental disability of the veterinarian; or

(2) A significant physical and/or mental disability of an individual where the veterinarian has total responsibility for the care of that individual.

Note: Authority Cited: Sections 4808 and 4846.5 and, and, Business and Professions Code. Reference: Section 4846.5 Business and Professions Code.

2085.3. Continuing Education Credit Requirements.

(a) Licensees will earn one-hour continuing education credit for each hour of an approved course. One academic quarter is equal to 10 hours of continuing education credit and one academic semester is equal to 15 hours of continuing education credit.

(b) A conference or program consisting of a series of presentations may be approved as one course wherein credit may be granted to participants separately for each individual presentation attended.

(c) A licensee who teaches an approved course shall receive the same amount of continuing education credit as a licensee who attends the course. A licensee who teaches an approved continuing education course may claim credit for the course only one time during a renewal period.

(d) A licensee who participates as an expert examiner in an examination preparation workshop for the California state or national licensing examination may claim, on an hour for hour basis, up to a maximum of eight (8) hours per renewal period, continuing education credit for such participation.

(e) A licensee may not claim continuing education credit for the same course more than once during a single renewal period.

(f) Notwithstanding section 2085.7(a), a licensee shall not receive more than eight (8) hours of continuing education credit for courses in business, practice management or stress and impairment seminars during any renewal period.

(g) A licensee who takes a course as a condition of probation resulting from disciplinary action by the board may not apply the course as credit towards the continuing education requirement.

Note: Authority Cited: Sections 4808 and 4846.5, Business and Professions Code.
Reference: Sections 4846.5, Business and Professions Code.

2085.4. Accreditation Agency.

(a) The board approved accreditation agency shall be the American Association of Veterinary State Boards (“AAVSB”).

(b) The board approved accreditation agency agrees to perform the following;

(1) Comply with the provisions Chapter 11 of Division 2 of the Business and Professions Code or Title 16, Division 20 of the California Code of Regulations;

(2) Maintains a list of the names and addresses of the persons designated as responsible for the provider's continuing education courses and records. The accreditation agency shall require that any changes in the designated responsible person's identity shall be reported to the agency within 30 days of the effective date of such change.

(3) Notify the board of names, addresses and responsible party of each provider and each course on a quarterly basis. Provide without charge to any licensee who makes a request, a current list of providers and approved courses.

(4) Respond to complaints from the board concerning activities of any of its approved providers or their course(s). Respond to complaints and inquiries regarding providers, courses, and general continuing education questions presented by any licensee.

(5) Take such action as is necessary to assure that the continuing education course material offered by its providers meet the continuing education requirements set forth in this article.

(6) Establish a procedure for reconsideration of its decision that a provider or a provider's course does not meet the criteria set forth in this article.

(7) Submit for board approval, prior to implementation, the fees to be charged by the accreditation agency for the approval of continuing education providers and continuing education courses in connection with this article.

(c) The board may withdraw its approval of the accreditation agency for good cause after giving the accreditation agency written notice setting forth its reasons for withdrawal and after affording the accreditation agency with a reasonable opportunity to be heard by the board or its designee of the specific charges for withdrawal of the board's approval. Good cause includes, but is not limited to, the following:

(1) Conviction of any offense substantially related to the activities of an accreditation agency;

(2) Failure to comply substantially with any provisions of Chapter 11 of Division 2 of the Business and Professions Code or Title 16, Division 20 of the California Code of Regulations; or

(3) Any material misrepresentation of fact the accreditation agency in any information required to be submitted to the board.

2085.5. Continuing Education Providers.

A continuing education course shall be taken from:

(a) An approved provider with a current and valid provider approval number as provided in Section 2085.7.

(b) When an approved provider works with others on the development, distribution and/or presentation of a continuing education course (joint sponsorship), the approved provider shall be responsible for assuring that all parties and all approved courses meet the required criteria.

(c) Upon request from the board or the board approved accreditation agency, approved providers shall respond to complaints within 30 days.

Note: Authority Cited: Sections 4808 and 4846.5, Business and Professions Code.

Reference: Section 4846.5, Business and Professions Code.

2085.6. Approved Providers.

(a) A continuing education provider shall apply to the board approved accreditation agency for approval as a provider and for approval of each course prior to offering any such course.

(b) Upon satisfactory completion of the provider requirements of the accreditation agency, including payment of the appropriate fees and receipt of written approval therefrom, a continuing education provider shall be issued a continuing education provider number and may represent itself as a California approved provider of continuing education courses for veterinarians for two years.

(c) A continuing education provider approval number issued under this section shall expire on the last day of the twenty-fourth month after the approval issue date. To renew an unexpired continuing education provider approval number, the provider shall, on or before the expiration date of the approval number, apply for renewal to the accreditation agency and pay the two-year renewal fee. A continuing education provider approval number that is not renewed by the expiration date may not be renewed, restored, reinstated, or reissued thereafter, but the provider may apply for a new approval.

(d) Approved provider status is non-transferable. Approved providers shall inform the board's accreditation agency in writing within 30 days of any changes in their courses, organizational structure and/or person(s) responsible for continuing education program, including name and address changes.

(e) An approved provider shall have adequate personnel to assist with administrative matters and to provide competencies outside content areas in courses where the method of delivery requires technical or other special expertise.

(f) An approved provider shall furnish to each participant who successfully completes an approved course an individual record of attendance as required in Section 2085.11. Records of individual approved courses shall be maintained by the provider for inspection by the Board and shall comply with section 2085.12.

(g) An approved provider shall also provide to each course participant a mechanism for evaluating the individual courses.

(h) All approved continuing education courses conducted by the provider shall meet the standards for continuing education courses as outlined in these rules

(i) An approved provider shall at all times designate a person as the administrative authority for continuing education programs. The person or persons in whom the administrative function is vested shall be qualified by virtue of background and experience in presenting courses in and having experiences in the administration of continuing education.

Note: Authority Cited: Sections 4808 and 4846.5, Business and Professions Code.
Reference: Section 4846.5, Business and Professions Code.

2085.7. Approved Course Criteria

The accreditation agency shall approve only those continuing education courses that meet the following standards:

(a) The content of the courses shall reflect the educational needs of the veterinarian, build upon the standards for practice and courses as found in the curricula of board approved schools of veterinary medicine, contain information that is relevant to the practice of veterinary medicine, have written education goals, and shall:

(1) Be related to the scientific knowledge and/or technical skills required for the practice of veterinary medicine; or

(2) Be related to direct and/or indirect patient/client care;

(b) Continuing education courses whose content is primarily intended to promote the use of a commercial product or service shall not be approved for continuing education credit.

(c) Each course shall include a syllabi or course outline and utilize current and objective materials;

(d) An approved provider offering an approved course shall select a method of delivery that encourages active participation and involvement by the licensee. The method of delivery of a course shall be determined by giving appropriate consideration to such factors as educational content, course objectives and composition of the audience.

(e) The course instructor(s) for an approved continuing education course shall meet the qualifications of section 2085.10. An appropriate number of course instructors shall be utilized for each activity of an approved course.

(f) The facilities to be utilized for an approved course shall be appropriate and adequate to the content, method of delivery, size of the audience and promote the attainment of the objectives of the offering.

(g) The number of approved hours of continuing education credits shall be determined by the provider in advance of the offering.

Note: Authority Cited: Sections 4808 and 4846.5, Business and Professions Code.
Reference: Section 4846.5, Business and Professions Code.

2085.8. Coursework From Unapproved Providers.

Upon satisfactory completion of a petition, including payment of the appropriate fees, licensees may request the board approved accreditation agency to allow continuing education credit for specific coursework which is not offered by an approved provider, but meets the standards of relevance to the practice of veterinary medicine and educational quality as set forth in section 2085.6. In addition, such coursework shall have been approved by the Accreditation Council for Continuing Medical Education or is accepted by the California State Board of Dental Examiners as meets its requirements for continuing education.

Note: Authority Cited: Sections 4808 and 4846.5, Business and Professions Code.
Reference: Section 4846.5, Business and Professions Code.

2085.9. Course Advertisements

An approved provider shall ensure that information publicizing a continuing education course is accurate and includes the following:

- (a) The provider's name;
- (b) The provider number issued by the accreditation agency;
- (c) The statement "Course meets requirements for _____ hours towards the continuing education credit required for license renewal in California."
- (d) The provider's policy on refunds in cases of non-attendance by the registrant; and a clear, concise description of the purpose of the course and the specific information, concepts, and/or skills that participants are expected to obtain when they complete the course, and all costs associated with course completion.

Note: Authority Cited: Sections 4808 and 4846.5, Business and Professions Code.
Reference: Section 4846.5, Business and Professions Code.

2085.10. Course Instructor Qualifications.

An approved provider shall ensure that an instructor teaching a course has at least two of the following minimum qualifications:

(a) A license, registration, or certificate in an area related to the subject matter of the course. The license, registration, or certificate shall be current, valid, and free from restrictions due to disciplinary action by this board or any other health care regulatory agency;

(b) A master's or higher degree from an educational institution in an area related to the subject matter of the course;

(c) Training, certification, or experience in teaching the subject matter of the course; or

(d) At least two years' experience in an area related to the subject matter of the course.

Note: Authority Cited: Sections 4808 and 4846.5, Business and Professions Code.
Reference: Section 4846.5, Business and Professions Code.

2085.11. Records of Course Completion.

(a) Upon completion of a course, a provider shall issue a record of course completion to a licensee (e.g., letters of verification of attendance, certificates, gradeslips, transcripts) containing the following information:

- (1) Name of licensee;
- (2) Course title;
- (3) Provider name and address;
- (4) Provider number.
- (5) Date of course;
- (6) Number of hours of continuing education credit; and
- (7) Signature of course instructor, provider, or provider designee.

Note: Authority Cited: Sections 4808 and 4846.5, Business and Professions Code.
Reference: Section 4846.5, Business and Professions Code.

2085.12. Licensee and Provider Course Records.

(a) A licensee shall maintain records of course completion for a period of at least four (4) years from the date of license renewal for which the course was completed and shall provide these records to the Board upon audit or request.

(b) A provider shall maintain records related to continuing education courses for a period of at least four (4) years. Records shall include:

- (1) Syllabi or course outlines for all courses;
 - (2) The time and location of all courses;
 - (3) Course advertisements;
 - (4) Course instructors' vitae or resumes;
 - (5) Registration rosters with the names and addresses of licensees who attended the courses;
 - (6) Forms provided to participants for verifying attendance.
 - (7) Evaluation forms completed by participants.
- (c) The board or the accreditation agency may audit the course records of a provider to ensure compliance with the board's continuing education requirements.

Note: Authority Cited: Sections 4808 and 4846.5, Business and Professions Code.
Reference: Section 4846.5, Business and Professions Code.

2085.13. Retroactive Approval of Courses Providers.

A licensee who completes an unapproved continuing education course which was started on or after February 1, 2000 shall receive continuing education credit for that course provided that the provider and the course is approved by the board approved accreditation agency on or before December 31, 2000.

This section shall be in operative and repealed on December 31, 2003.

Note: Authority Cited: Sections 4808 and 4846.5, Business and Professions Code.
Reference: Section 4846.5, Business and Professions Code.